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25X1A9a [redacted]

Chief, Management Staff

8 June 1956

Chief, O&M Staff (DD/I and DD/S Areas)

Work Report, Week Ending 7 June 1956.

Accomplishments

1. Management Staff FY 1957 Operating Budget and FY 1958 Preliminary Budget Estimate completed.

Assignments Active This Week

5X1A5a1 2. MS-855 [redacted] T/O. [redacted] 25X1A9a

3. MS 6-43 Personnel Records Survey, Phase II. [redacted] 25X1A9a

4. MS 6-20 Survey of Foreign Institutes [redacted] 25X1A9a

5. MS 6-24 Clearance Procedures. [redacted] 25X1A9a

6. MS-864 OCI Reorganization [redacted] 25X1A9a

7. MS 5-73 OSI Reorganization. [redacted] 25X1A9a

8. MS 5-80 Review of Procedures, Printing Services Division. [redacted] 25X1A9a

9. MS 6-28 Transfer of Slots, Field to Headquarters, OS. [redacted] 25X1A9a

10. MS 6-19 Study of OTR Clerical Training Program. [redacted] 25X1A9a

11. MS-874 Increase in T/O for JOT Program, OTR. [redacted] 25X1A9a

12. Revision of CIA Organization Chart and Functions. [redacted] 25X1A9a

13. Records System for CIA Training. [redacted] 25X1A9a

Miscellaneous

14. Training - Twenty hours on-the-job training on budget, finance and fiscal procedures and organization and O&M techniques. [redacted] 25X1A9a

15. A general procedures survey was discussed with the Director of Security and a Document Handling Survey with the Assistant to the DD/I (Adm.). Both are interested.

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